

POSITION DESCRIPTION

COUNTY OF LAPORTE, INDIANA

POSITION: Part-time Collections Manager
DEPARTMENT: Board of Commissioners/Historical Society Museum
WORK SCHEDULE: 15 hours a week
JOB CATEGORY: U (UNCLASSIFIED)
DATE: WRITTEN: April 2006 **STATUS:** Part-time
DATE REVISED: April 2020 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of La Porte provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job, unless the accommodations would cause an undue hardship.

Incumbent serves as Part-time Collections Manager for the La Porte County Board of Commissioners/Historical Society Museum, responsible for assisting in the coordination of the Museum operations.

DUTIES:

1. Assists the Museum Director in the day to day operations of the museum collections department.
2. Opens and closes Museum at prescribed hours, sets alarm systems, greets general public, answers questions, if needed.
3. Must have used and have a working knowledge of current computer software (Google suites, Office 360 Suite, and a museum inventory program such as Past Perfect) to compose written correspondences, emails, and business reports.
4. Assists in providing or responding to inquiries by phone, in person, email, or by mail on various general questions pertaining to the history of La Porte County, permanent exhibits, upcoming temporary exhibits, displays and events at the Museum. Other questions should be referred to the La Porte County Historian for a more detailed response from both researchers and the general public.
5. Assists in the coordination of activities of Museum volunteers and interns including recruiting, training, scheduling, and monitoring performances, under the guidance of the Director.
6. Assists in preparing various reports on data and findings for the Collections Department and Collections Committee.

7. Assists with the preservation, conservation, and repair of artifacts in the collection using appropriate preservation methods and material. If the Collections Manager has no background, or experience then he or she must assist the Museum in finding an appropriate party to carry out these duties.

8. Assists in preparing exhibits and displays as directed by the Museum Director, which may include retrieving of materials, researching, and verifying information.

9. Performs assigned duties in an effective and timely manner, under the supervision of the Museum Director.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Must be at least 21 years of age.

Associates Degree in History, the Arts, Business, Social Sciences, or related field and relative job experience.

Ability to properly operate standard office equipment, including but limited to: computer, typewriter, copy machine, fax machine, telephone, and cash register.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, dress code, and personal conduct.

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to assist in coordinating activities of the Museum volunteers and interns, including recruiting, training, scheduling, and monitoring performance under the supervision of the Director.

Ability to respond to emergencies from off-duty status if needed.

Ability to occasionally work extended, evenings, and/or weekend hours and travel out of town to other museums and conferences.

Ability to work alone with minimum supervision and with others in team environment on several tasks at the same time.

Working knowledge of standard practices and procedures for preserving, storing, and exhibiting historical artifacts and archival material.

Thorough knowledge of local and historical documents, records and working knowledge of the library classification systems.

Ability to effectively communicate orally and in writing with co-workers, other La Porte County departments, La Porte County Historical Society Museum Board of Directors, Kesling Foundation, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively regular and standard duties according to the established practices, precedents, and procedures of the department, using personal judgment in taking action determining and implementing the best approaches and methods to achieve intended results. Work is reviewed for accuracy and compliance with department objectives. Specialized instructions are given only in response to new or unusual assignments. Errors in incumbent's work are primarily detected or prevented through supervisory review and notification from other departments. Undetected errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other La Porte County departments, La Porte County Historical Society Board of Directors, Kesling Foundation, and members of the general public for a variety of purposes, including assisting in the coordination and direction of department operations and personnel, providing information in response to inquiries, and explaining the policies and procedures of the Museum. Incumbent reports directly to the Museum Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, close vision, depth perception, hearing sounds/communication, and handling/grasping objects. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town to other museums and conferences. Incumbent occasionally responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Part-time Collections Manager for the LaPorte County Board of Commissioners/Historical Society Museum describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name